

District of Columbia
Office of the State Superintendent of Education



Office of Data Management, Assessments, and Research

**Frequently Asked Questions
McKinney-Vento
Homeless Student Referrals**

September 17, 2014

District of Columbia
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1. How do I get access to QuickBase? How do I log in?

Is this the same as the Support Tool for Enrollment Audit?

Answer: Doreen Christian will email you a link from the QuickBase system, inviting you to log onto QuickBase for the McKinney-Vento tool. It is not the same as the Enrollment Audit Support Tool. You might have access to several applications in QuickBase. You create an account and log in using your email address.

You can contact Doreen at doreen.christian@dc.gov.

2. Do we need to use this form for referrals moving forward?

Or do we need to reenter referrals that we completed over the summer? I was thinking about incoming students who we've identified as in transition (i.e., new students for 2014-15 but enrolled over the summer)

Answer: If a student is identified in the summer after July 1st, they are counted for the next school year. Their homeless status should be confirmed once the new school year has started. The homeless liaison should do the follow-up. If the student is confirmed, please enter the data into the QuickBase application.

3. Who can see the data when there are multiple campuses?

Can the data manager access all of the LEA's data? To clarify, a counselor at the middle campus can see a record at the elementary campus as well?

Answer: Yes, the access for QuickBase users is normally given at the LEA level.

4. If the student was homeless in a prior school year, should we use this year's date for the Homeless Entry Date, or is it okay to use the original date?

Answer: Using the original entry date if you know it allows the LEA and OSSE to identify chronically homeless students. Please input it if you have it.



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5. Do we delete the record if the student changes schools?

Answer: No, we use that information to monitor student mobility. The next school will also enter the student as homeless. The registrar will exit the student from the SIS. You will not need to update QuickBase for that student.

6. How do I categorize transitional housing or foster care?

Answer: These are the federal categories:

Doubled-up means sharing the housing of other persons due to economic hardship, loss of housing or other reasons such as domestic violence

Community shelter includes transitional housing and awaiting foster care

Unsheltered includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

Hotels/motels

7. Am I supposed to report adult students, or is there an age cutoff for funding?

Answer: There are age cutoffs for (1) IDEA, (2) UPSFF local funding and (3) McKinney-Vento funding. However, federal reporting is required for any homeless student enrolled in a school regardless of age, so please do report the adult student.

8. Do I include family members in the reports?

Answer: If possible, please input accompanying family members who are not enrolled in school (usually infants and toddlers) at the bottom of the form. We do report ages 0-2 for federal reporting.



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9. What happens to the data once I've input it into QuickBase?

Answer: OSSE will download the data and compare the name and date of birth to SLED data. If there is a mismatch, OSSE will let you know so that you may correct QuickBase. Any SLED errors would be corrected with the Data Manager at the LEA. The data are used for federal and local reporting.

10. Ward is a required field - do we input the ward of the school?

Answer: No, you will input the ward of the student's temporary address. We have the school ward, and are frequently asked for the difference between the student's residence ward and their school ward.

11. What is SLED?

Answer: SLED is the State Longitudinal Education Database, and it is the tool used at OSSE to display student information to the LEA. If you need SLED access and training, please email sled.info@dc.gov.

12. How do I document that I don't have any homeless students?

Is there a space in the QuickBase application to note that there are no recorded homeless students at your school?

Answer: No, if you do not have any students, you will not input any information and OSSE will assume there are no students. OSSE will perform Quality Assurance checks on the data at quarterly intervals and will let you know if we see any discrepancies. We will double-check at the end of the school year to see if there are LEAs without McKinney-Vento students.

13. How do I look up the Ward or ZIP code of the student's address?

Answer: The DC GIS Master Repository lookup page is located at:

<http://dcatlas.dcgis.dc.gov/mar/>



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14. How do I print a student record for the student's file?

Answer: Click on the "Home" icon, and then the "Student Referral Form". Your students are listed below. Click on the "eye" icon to view the record. Go to the "More" menu and then choose "Print".

15. How do I download my list of students to Excel?

Answer: Click on the "Home" icon, and then the "Student Referral Form". Your students are listed below. Do not click on any student record. Go to the "More" menu and then Export to Excel.

16. Do the auditors need my Excel list?

Answer: They may, but OSSE plans to provide the list to the auditors.

17. Is there an age cutoff for McKinney-Vento students?

Answer: For Grants Management, yes, the McKinney-Vento program covers ages 3-21. Federal reporting also asks us to report adult students, so please input all of your students with the date of birth, and we will take it from there.

18. Contact Information

Please contact Doreen Christian with questions about QuickBase

202.727.8320

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Please contact Sheryl Hamilton with McKinney-Vento program questions

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